

No.12023/02/2016-E.II.
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare

Krishi Bhawan, New Delhi
Date: 27th April, 2016

To,

1. Principal Secretary/Secretary (Agriculture), All State Governments/ Administration of all Union Territories.
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi,
3. Chief Managing Directors of all Public Sector Undertakings,
4. Vice-Chancellors of all Agricultural Universities.
5. Head of all Semi Government/ Autonomous and Statutory Organizations/Recognized Research Institutions.

Subject: Filling up of one post of Deputy Commissioner(Seeds)in the Ministry of Agriculture, (Department of Agriculture and Cooperation) in the pay scale of (PB:3) Rs.15600-39100) with Grade Pay of Rs.7600/- on Composite method [Deputation (including short term contract) plus Promotion]– regarding

Sir,

Applications are invited from eligible and suitable officers for filling up one post of Deputy Commissioner(Seeds) on deputation (including short term contract) plus promotion basis. Details of the post, eligibility conditions etc. are given in the **Annexure I**. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay.II), dated 17.06.2010.

2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per proforma (**Annexure II**) (ii) Photocopies of ACRs for the last five years attested (on each page) by an officer not below the rank of Under Secretary (iii) Vigilance Clearance/Integrity Certificate and (iv) statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.

3. It is requested that applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Under Secretary (Personnel-II), Department of Agriculture & Cooperation, Room No.37A, Krishi Bhawan, Rajendra Prasad Road, New Delhi-110 001 within a period of **60 days** from the date of issue / publishing of this Advertisement in the Employment News.

4. Advance copies of applications or received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

(Sunil Kumar Swarnkar)
Under Secretary to the Govt. of India

Copy for information/necessary action to:-

1. All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
2. All Organizations of the Department of Agriculture, Cooperation and Farmers Welfare.
3. JS(Admn.)/JS(Seeds)/ Director(P)/Director(Seeds)/US(Seeds)/US(P.II)
4. Seeds Division, Facilitation Centre, Department of Agri. & Cooperation
5. Copy to NIC for uploading the above circular in Ministry of Agriculture and Farmers Welfare's website.
6. S.O.(E.II.)/Guard file/Spare Copies/Notice Board

(Sunil Kumar Swarnkar)
Under Secretary to the Govt. of India

ANNEXURE I

1. Name of the post: Deputy Commissioner(Seeds)
 2. Number of posts: 1(One)
 3. Classification of post:General Central Service Group 'A' Gazetted Non-ministerial
 4. Pay Scale: (PB:3) Rs.15600-39100) +Rs.7600 Grade Pay
 5. Age Limit: The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.
 6. Eligibility Conditions for appointment on promotion/deputation basis (including short term basis): Officers under the Central or State Governments or Union Territories Administrations or Public Sector Undertakings or Agricultural Universities or Recognised Research Institutions or Semi Governments or Autonomous Bodies or statutory organisations, possessing the following service, educational qualifications and experience are eligible : -
 - A **Service :-**
 - (i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with **five** years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band:3, Rs.15600- 39100 with Grade Pay of Rs.6600 or equivalent in the parent cadre or department; and
 - B. **Educational Qualifications and Experience:-**

Essential:

 - (i) Master's degree in Agriculture with specialization in Agronomy or Plant Breeding and genetics or Seed Technology or Agricultural Botany from a recognized University or Institute.
 - (ii) **Eight** years experience in the field of Seed Production or Seed Marketing or Seed Certification or Seed Testing or Seed Quality Control in a Government office or Public Sector Undertaking or Agricultural University or Autonomous or Statutory Body or any recognized Institution.

Desirable: Doctorate degree in Seed Technology from a recognized University or Institute.
- Note : The Departmental Assistant Commissioner(Seeds) in PB:3, Rs.15600- 39100 with Grade Pay of Rs.6600/- with **five** years regular service in the grade and possessing Master's degree in Agriculture with specialization in Agronomy or Plant Breeding and Genetics' or Seed Technology or Agricultural Botany from a recognized University or Institute will also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
7. Place of posting: New Delhi
 8. Period of deputation: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the

same or some other organization/Department of the Central Government shall ordinarily not exceed 4(four) years.

9. Duties and responsibilities attached to the post:

- 1) Monitoring of all matters relating to minimum seed certification standards and seed testing procedures.
- 2) Maintenance of National Register of Released Varieties.
- 3) Formulating guidelines relating to Seed Certification and assisting the Central Seed Committee in matters relating to administration of the Seeds Act.
- 4) Providing secretariat help to the Central Seeds Committee and Central Seed Certification Board convening their meeting and monitoring implementation of the decisions taken by the two bodies.
- 5) Monitoring enforcement of seed Law throughout the country.
- 6) Overall charge of the secretariat of Central Seed Committee and Central Seed Certification Board set up under the Seeds Act, 1966.
- 7) Charge of the Secretary of the Central Seed Committee and Central Seed Certification Board as required under the provision of section 3(7) and 8(E) of Seeds Act, 1966.
- 8) Coordination of Functions of the Central Seed Committee and Central Seed Certification Board and providing Liaison between the CSC and CSCB and Central and State Governments.
- 9) Handling the National Register of Released Varieties including maintenance of detailed record of all released varieties of various crops in the country.

ANNEXURE II

**CURRICULUM VITAE PROFORMA FOR THE POST OF
DEPUTY COMMISSIONER(SEEDS)**

1. Name and Postal Address
(in Block Letters) with Tel. No.

2. Date of Birth
(in Christian era)

3. i) Date of entry into service
ii) Date of retirement under Central/State
Government Rules

4. Educational Qualifications

5. Whether Educational and other qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

Criteria	Qualifications/ Experience required	Qualification / Experience possessed by the officer
Essential	i) Master's degree in Agriculture with specialization in Agronomy or Plant Breeding and genetics or Seed Technology or Agricultural Botany from a recognized University or Institute.	
	ii) Eight years experience in the field of Seed Production or Seed Marketing or Seed Certification or Seed Testing or Seed Quality Control in a Government office or Public Sector Undertaking or Agricultural University or Autonomous or Statutory Body or any recognized Institution.	
Desirable	Doctorate Degree in Seed Technology from a recognized University or Institute.	
Do you hold analogous post on regular basis in the parent Cadre/ Department; or		
Have 5 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB:3[Rs.15600-39100] with GP Rs.6600/- or equivalent in parent Cadre/ Department.		

6. Please State clearly whether in the light of entries made by you above, you meet the requisite Essential qualifications and work experience of the post:-

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the candidate (as indicated in the Biodata) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade Pay/Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad- hoc/ deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

***Important:** Pay band and Grade pay granted under MACP/ACP are personal to the officer and therefore, should not be mentioned. Only pay band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade pay where such benefits have been drawn by the candidate, may be indicated as under:

Office/ Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e.
Ad-hoc or Temporary or Quasi-
Permanent or Permanent

9. In case the present employment is
held on deputation/contract basis,
please state)

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which you belong.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

9.1 **Note:** In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate

9.2 **Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basic pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organization showing the following details may be enclosed:

Basic pay with Scale of pay and rate of increment	Dearness Pay/ interim relief/ other allowances etc., (with break-up details)	Total Emoluments

16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

16.B Achievements:

The candidates are requested to indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC) (Candidates of non-Government Organisations are eligible only for Short Term Contract.)

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Name of the candidate: _____

Full address of office: _____

Tel. No. / Fax No. _____

Dated:

(Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority)

The information/details furnished by Shri/Smt. _____ are true and correct as per facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case either pending or contemplated against Shri/Smt. _____.
- (ii) His/her integrity is certified.
- (iii) Photocopies of the ACRs/APARs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) No major/ minor penalty has been imposed on him/her during the last 10 years. **Or** A list of major/ minor penalty imposed on him/her during the last 10 years is enclosed.(as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Place:
Dated:

Name & Designation:
Telephone No.:
Fax No.:
Office Seal: